

WORKFORCE INVESTMENT ACT DISLOCATED WORKER ADDITIONAL ASSISTANCE PROJECT APPLICATION GUIDELINES

INTRODUCTION

Funds allotted to the State of California for Title IB of the Workforce Investment Act (WIA) are available on a program year basis, July 1 through June 30, (but sub-grants may be extended to up to 18 months if applied for and shown to be necessary). The Governor may reserve not more than 25 percent of the Dislocated Worker funds available to the State for Rapid Response and Additional Assistance projects. These guidelines address Dislocated Worker Additional Assistance projects only.

POLICY

Additional Assistance funds for dislocated worker services activities, as described in WIA Section 134(a)(2)(A)(ii), may be granted to Local Workforce Investment Boards (LWIB) only. Non-LWIBs may only be co-applicants under the leadership of and in cooperation with one or more LWIBs.

In order to ensure a coordinated approach to service delivery and reduce the potential for duplication of effort, coordination among local/regional partners will be required. Roles and responsibilities and areas of accountability will be identified and agreed upon in the local Memoranda of Understanding negotiated as part of each LWIB's WIA job training plan.

In the event that a funding application is submitted jointly by co-applicants (two or more LWIBs or LWIB[s] and other entity[ies]), the lead entity must submit a detailed description in the application that explains which one of the co-applicants will act as the grant recipient (must be a LWIB) and that provides persuasive evidence that the other co-applicant(s) is/are bona fide co-applicant(s), not a subrecipient(s). (All providers of services other than the subgrantee and any bona fide co-applicant(s) must be selected via a competitive procurement process. Identification of service providers in a State-approved application does not constitute State permission to forego competitive procurement.)

Funding for Dislocated Worker projects is available beginning July 1 of each year. Projects spanning program years may be split-year funded. Full expenditure of funds is expected within each award period which may extend to up to 18 months if requested and shown to be necessary.

EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Special requests for services, aids, and/or special formats need to be made by calling (916) 654-8055 (Voice). TTY users, please call the California Relay Service at 711.

The State anticipates that project applications will be in response to the occurrence of “dislocation events”—specific employer layoffs or disasters that change the local economic conditions and create a demand for services that exceeds the capacity of existing resources. These requests for funding should be the result of a planning process that has been activated through Rapid Response and, as appropriate, an early intervention assistance process that may include local WIA formula funds to initiate dislocated worker services. Additional Assistance funds should supplement and expand the local capability to respond effectively to dislocation events. Ideally, projects should be funded from multiple sources, and Additional Assistance funds should be used to serve more dislocated workers and to achieve a higher quality of services and outcomes.

In previous years, the State accepted applications for Additional Assistance funding that were based on the contention of Dislocated Worker allocation “formula insufficiency.” This option has been removed on the basis that the State, in cooperation with local partners, conducted a comprehensive review of the Dislocated Worker allocation formula and recommended a major revision designed to improve its relevance to the Dislocated Worker participant eligibility factors specified in WIA. The workgroup that did this review held the position throughout its deliberations that Dislocated Worker Additional Assistance funds should not be used to balance inequities in the formula, but should instead be tied to actual layoff events and need emerging during the program year. This new allocation formula, which was approved by the California Workforce Investment Board on November 30, 2006, is described in Information Bulletin WIAB06-55, dated March 16, 2007.

Consistent with the deletion of “formula insufficiency” as a basis of Additional Assistance funding, the State will no longer consider requests for funding from the Additional Assistance account to mitigate LWIB dislocated worker funding shortfalls.

APPLICATION REQUIREMENTS

Dislocated Worker Additional Assistance Project Applications shall consist of the following documents:

- Application/Amendment Signature Page
- Narrative
- Participant Plan
- Budget Summary Plan

The documents listed above are included in this package following these guidelines. Projects for dislocated worker additional assistance will usually be for a 12-month operational period unless negotiated otherwise with the State. Applications will be accepted on an as-needed basis.

To request funding, submit two copies of the completed application, both with original signatures, to your assigned Regional Advisor.

REVIEW AND APPROVAL

The Workforce Services Division (WSD) of the Employment Development Department (EDD) will review dislocated worker services applications. Funding recommendations will be submitted to the Director of EDD for approval, and then, as appropriate, recommended to the Secretary of the Labor and Workforce Development Agency (LWDA) for approval on behalf of the Governor.

The EDD Director will approve Additional Assistance requests up to \$1 million when there is an urgent need to provide services in response to a large layoff or natural disaster. Urgent requests above \$1 million will be submitted to the LWDA for consideration and approval.

The LWDA Secretary will approve Additional Assistance requests when funds are to address potential layoffs forecasted to occur at some future point.

Award levels may be negotiated. A consideration in the level of funding to be awarded will be the demonstrated ability of subgrantees to have effectively expended their prior year's allocation of Dislocated Worker Employment and Training funding. Applications should also clearly demonstrate that carryforward and current adult and dislocated worker funds are insufficient to address the needs of the dislocated workers in the local area. Applications must illustrate that, without the Additional Assistance grant, serving the proposed participants, in addition to existing customers, would exhaust available resources.

PROJECT FUNDING

Applicants will be notified in writing of approval. Applications approved for funding will become the approved project plan document. The approved project plan will be used for program monitoring and evaluation purposes. The funding for approved applications will be unilaterally modified into the applicant LWIB's WIA Title I master subgrant as a separate line item.

REPORTING

By accepting a subgrant for Dislocated Worker Additional Assistance funding, the subgrantee agrees that it will compile and submit reports of participants, expenditures, status-of-cash and closeout information by the specified dates and in the specified formats as prescribed by the State.

MONITORING AND OVERSIGHT

Section 183 of WIA and Section 667.400 of Title 20 Code of Federal Regulations provide authorization for the Secretary of Labor and Governors to monitor all grantees to determine whether they are complying with the provisions of the WIA and the associated regulations. The EDD has oversight responsibility to ensure that grantees comply with

WIA, the associated regulations and the subgrant provisions. Dislocated Worker projects are subject to the EDD monitoring policies.

TECHNICAL ASSISTANCE

Technical assistance to applicants is available through the [Regional Advisor](#) assigned to that Local Workforce Investment Area.

PROJECT AMENDMENTS

Changes in project specifications, such as the target population, budget details, or the term of the project, require advance approval via a plan amendment request. (Note: Redirection of approved Additional Assistance funds to address dislocation events where closures/layoffs that formed the basis for the original award did not eventuate, cannot be accomplished via Project Amendments. A new application must be submitted.)

It is suggested that all project plan amendment requests be initiated by discussions with the assigned Project Manager regarding the circumstances requiring the change. If it is determined an amendment is required, the project amendment request must include revised versions of any documents contained in the approved project plan that are to be revised.

Requests to reprogram or deobligate funds should be submitted as soon as possible after the need for such a circumstance is identified. Requests for increases in the amount of approved project funding will require a new application.